

DFD OFFICE OF CONTRACT ADMINISTRATION
GRANT CHECKLIST FOR REIMBURSEMENT
SUPERSTORM SANDY RELIEF CHILD CARE MATERIALS, SUPPLIES, EQUIP.

CONTRACT ADMINISTRATOR:		GRANT NUMBER:	
NAME OF AGENCY:		DATE:	

PROVIDER INSTRUCTIONS:

This checklist must be completed and returned with all documents prior to grant approval. The correct number of copies and any additional Division documents must be returned to your Contract Administrator. Forms can be found by accessing the website at www.state.nj.us/humanservices/dfd/info and clicking on the link to Standard Contract Documents. This checklist must be completed and returned with all documents prior to grant approval.

Document	Number of copies to be submitted	Please check if submitted with package	If not submitted with package, indicate anticipated date of submission
Complete copy of signed DHS Standard Language Document (SLD)	2	<input type="checkbox"/>	
Checklist	1	<input type="checkbox"/>	
W-9 Form (for providers new to DFD only)	1	<input type="checkbox"/>	
ACH – Credit authorization for automatic deposits (for new requests only)	1	<input type="checkbox"/>	
Certification of Suspension or Debarment	1	<input type="checkbox"/>	
Other:	1	<input type="checkbox"/>	

Reviewed By:

Approved By: